

Government of West Bengal
Office of the Principal Agricultural Officer,
Nadia

No. 14/ATMA

Dated 27/02/2009

EXPRESSION OF INTEREST

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The ATMA, Nadia Krishnagar (Horticulture Campus), Dist. Nadia invites EOI for procurement of Commercial Branded Laptop, Desktop PCs, UPS systems, printers, Software etc. subject to the specifications, terms and conditions including tentative technical specification mentioned in Annexure – I and II.

Bidders interested to participate should meet the following eligibility criteria:

Expression of Interest (EOI) is therefore invited from authorized Dealer / Distributor or Manufacturer of branded products who have a past record of such delivery to the Government, Semi-Government or Public Sector Undertaking Offices and have registration with regard to Sales Tax, Income Tax, Service Tax, Trade Tax and other taxes as applicable.

All the preliminary proposals received from the interested agencies will first be scrutinized by the Technical Committee of ATMA, Nadia for finalization of the Hardware and Software and all other specifications according to the terms and conditions applicable to the contract.

Earnest Money of **Rs. 8,000/- (Rupees Eight Thousand only)** will have to be deposited along with the Bid documents in the form of Demand Draft in favour of ATMA, Nadia payable at Krishnagar.

Interested parties may offer their Expression of Interest on their own Letter Head with their seal & signature addressed to the Principal Agricultural Officer & Project Director, ATMA, Nadia and the information / documents / credentials indicated in Annexure and authorization from Manufacturer / Distributor, if applicable, in a sealed envelope. The words "Expression of Interest for procurement of Commercial Branded Desktop PCs, UPS, Printers, and Software Items etc." should be super scribed on the sealed envelope. This sealed EOI must be dropped in the Tender Box to be kept for this purpose at the Office Chamber of the PAO, Nadia & P.D., Nadia **at or before 2 PM on 06/04/2009.**

The ATMA, Nadia reserves the right to accept or reject any or all of the EOIs without assigning any reason thereof.

Details of the documents and other **E.O.I.** formalities can be downloaded from <http://nadia.nic.in>


Principal Agricultural Officer,
&
Project Director,
ATMA, Nadia

ANNEXURE – I

TERMS & CONDITIONS

[Note: Bidders should read these conditions carefully for strict compliance while sending their EOIs.]

1. ATMA, Nadia invites sealed 'Expression of Interest' for purchase and installation of Commercial Branded Desktop PCs, Laptop, UPS Systems, Printers, Software, Pen Drive, Computer Chair, Computer Table in its Block offices through out the district and other items for its own office.
2. The Authority in respect of the 'Expression of Interest (EOI)' is the Principal Agricultural Officer & Project Director, ATMA, NADIA.
3. Authorized Dealer / Distributor or Manufacturer of Commercial branded products (hereinafter referred to as the vendor) may submit their bid against this Notice inviting EOIs only if they have a record of **supplying the computer items of Rs. 1, 00, 00,000/- (Rupees One Crore) or more in the financial years of 2006-07 & 2007-08** together to the Government, Semi-Government or Public Sector Undertaking and have **registration with regard to Sales Tax, Trade Tax or other applicable taxes.**
4. The Agency should be equipped with stock of required quantities of spare parts, compatible with Laptop, Desktop PCs, UPS, Printers and Software.

The Agency should be capable of undertaking proper maintenance work at the site of installation within 24 hours of intimation. In case downtime is more than the prescribed limit the Agency will ensure that a standby Commercial Branded Desktop PC / Printer / UPS / Laptop / DLP Projector is provided.

The Agency would be required to maintain a log of all complaints received through phone / fax / e-mail and act on them within the time frame specified. Failure to act on complaints would be treated as non-performance and may result in future non participation of further EOI's from ATMA, Nadia.

5. Earnest Money Deposit (EMD): The earnest money of **Rs. 8,000/- (Rupees Eight Thousand only)** should be enclosed with the Bids by the bidders in the form of **Demand Draft** payable at Krishnagar in favour of ATMA, Nadia.

Refund of earnest money: The earnest money of unsuccessful bidders shall be refunded within 90 days after final acceptance of Bid on request from them. No interest will be paid by the ATMA, Nadia on the Earnest Money.

Exemption from earnest money: While claiming exemption, the Agency is required to attach along with the Financial Bid, a certified copy of the recent exemption certificate issued by the appropriate authority, failing which no claim shall be entertained and the EOIs would be liable for summary rejection.

Forfeiture of earnest money: The earnest money will be forfeited in the following cases:

- a) When the Agency withdraws or modifies the offer after opening of financial bid but before acceptance of the same.
- b) When the Agency does not execute the prescribed agreement, if any, within the specified time.

c) When the Agency fails to commence the supply of the items as per supply order within the time prescribed.

6. **CONSORTIUMS:** No consortium will be allowed.

7. **Validity:** the financial bids to be submitted by the vendors should be valid for a minimum of 3 (three) months from the date of opening of the financial bids.

8. **Submission of EOIs:** The sealed Expression of Interest must be dropped in the Tender Box to be kept for this purpose at the Office Chamber of the P.A.O. & P.D., ATMA, Nadia **at or before 2 PM on 06/04/2009. No EOI will be accepted after the said date & time. The EOIs submitted by post / courier / telex / telegrams / fax / e-mail will not be considered.** No further correspondence will be entertained in this matter. The EOIs delivered in any box other than the one specified will not be entertained. ATMA, Nadia will not be responsible for any delay in submission of the EOI.

9. **Opening:** The preliminary Expression of Interest of the Agencies will be opened on **06/04/2009 at 4 PM.** The names of the participating Agencies will be disclosed then. One authorized representative of each Vendor may participate at that time in their own interest.

ANNEXURE – II

1. **Technical Evaluation:** Technical evaluation of the bids shall be done on the following parameters: -

- a. Technical specifications, leaflets / supporting documents enclosed to confirm them.
- b. Authorization Certificate of Hardware / Software / Training companies.
- c. After Sales Service Support Certificate from the Customer.
- d. Company's turnover in last three years.
- e. Other things remaining same, manufacturers shall be preferred over authorized distributor / dealers.
- f. Company's supply record in West Bengal and Government Departments. The vendors must enclose the list of supplies executed by them, complete details of supplies, value of supplies and name of the institutions to which supplies have been made.
- g. If the EOI is submitted by a distributor or dealer (other than the computer manufacturer), then the vendor should furnish documents duly signed and stamped from their principals as proof of the firm being their authorized dealer.
- h. Sales Tax / VAT Registration and Latest Sales Tax, Service Tax & P. Tax Clearance Certificate.
- i. Copy of the registration certificate for firms registered or Trade License.
- j. Latest Income Tax clearance certificate.
- k. Solvency certificate issued by only Nationalized Bank.
- l. Details of work done / order executed during the past three years in same name and style.

m. Payment / Credential certificate (issued by the Purchaser). Credentials that are certificates of satisfactory execution of work / supply issued by work order or purchase order issuing authority for the works done / supply made during the past 3 years.

n. List of Technical manpower available with the Agency. For installation of computers as well as after sales service to be available locally.

o. Demand Draft for **Rs. 8,000/- (Rupees Eight Thousand only)** towards Earnest Money drawn in favour of ATMA, Nadia payable at Krishnagar.

The bidders will have to submit their **technical bid** mentioning the technical specification which should confirm the hardware specification mentioned in the item No. 12 (A to N) of this Annexure – II along with the other documents as mentioned in items above in an Envelop marked with **“Envelop-A : Documents for technical bid”**.

The Financial bid will have to be submitted in the following format typed in the letter head of the prime bidder in a separate sealed envelop marked with **“Envelop – B: Financial Bid”**

Format for submitting financial bid

SI.No.	Item	Amount Quoted
1.	Commercial Branded Desktop PC	
2.	Printer + Scanner + Fax (All in one)	
3.	U.P.S.	
4.	Pen Drive	
5.	Computer Table	
6.	Computer Chair	
7.	Commercial Branded laptop Personal Computer	
8.	Printer + Scanner + Copier + Fax + Phone (All in one)	
9.	Laser Printer (Colour)	
10.	Laser Printer (Black & White)	
11.	Fax Machine	
12.	Commercial Branded Digital Copier	
13.	Commercial Branded DLP Projector with Screen	
14.	Commercial Branded Digital Camera	
15.	Commercial Branded DVD Camcorder	

2. Quantity of Items: Actual quantity of the items (site-wise) will be supplied to the successful bidder after finalization of the selection procedure. The decision of the selection authority regarding above will be final and no clarification will be given to the vendors.

3. Delivery & Installation:

(a) The Hardware will have to be delivered by the Agency at the Offices of the P.A.O. & P.D., ATMA, Krishnagar & A.D.O of blocks throughout the district. Once delivered, the agency has to furnish Delivery and Installation Chalan of the supply and successful installation report from the mentioned offices to which it supplied the same in presence of such offices officials.

(b) All listed items would have to be supplied & installed by the Agency at the office of the Principal Agricultural Officer & Project Director, ATMA, Nadia & A.D.O across the district of Nadia as mentioned by within 30 (Thirty) days from the date of issuance of the work-order for failure of which, the Earnest Money deposited by the Agency will be forfeited and any other Agency may be asked to supply the items without any further intimation to the defaulting Agency.

(c) The Agency would be responsible for installation of licensed version of Operating System & Other System Software for all the Commercial Desktop PCs at its own cost and provide copies of the license agreements.

(d) The Agency also would be responsible for installation of all items at the respective sites. The address of the sites will be given in the work-order.

(e) If any loss or damage occurs in transit, it will be responsibility of the supplier to make good the loss, within the time stipulated in the supply order.

4. Specification: All articles supplied shall strictly conform to the specifications, trademark / brand laid down in the order and wherever articles have been required according to ISI / ISO etc. certifications, those articles should conform strictly to those specifications / certifications. Certificates of quality proof must be enclosed.

5. Inspection:

(a) All items supplied will be subject to an inspection by the Technical Committee of ATMA, Nadia with or without any prior notice before any payment is made.

(b) Materials not approved during inspection or testing shall be rejected and will have to be replaced by the Vendor at their own cost within 7 (seven) days of receipt of letter / report regarding rejection.

(c) Materials, which are not as per specifications, are liable to be rejected. Such defective / substandard materials will have to be removed by the supplier from the site at his or her own expenses. The Supplier will be allowed to replace such material by good quality material within 7 days of receipt of rejection report.

However, if such material is accepted by purchaser, proportionate deduction (up to the extent of 50%) for deviation in quality may be imposed by the purchaser at their sole discretion.

6. Agreement: Successful Bidder will have to execute an Agreement in non-judicial stamp paper of value Rs. 10/- (or more) with the ATMA, Nadia conforming to the terms & conditions of this Notice inviting EOI both the parties will have to sign the Agreement. After that, work-order will be issued in favour of the selected vendor.

7. Warranty: The participating vendor should carefully note that the on-site Warranty period for all materials (including UPS batteries) supplied by them and its smooth running would be at least **12 (twelve) months / 36 (thirty six) months (to be decided by the Authority)** from the date of installation of the materials free of cost.

8. Security Deposit: To ensure timely and satisfactory comprehensive maintenance of the equipments, 5% (five percent) of total cost of the supply order will have to be deposited by the Supplier as Security Deposit (SD) before payment in the form of **Demand Draft** drawn in favour of **ATMA; Nadia** failing which payment shall be withheld. The **Demand Draft** must be of **Nationalized Bank** and valid up to the end of warranty period from the date of installation. The said **Demand Draft** will be released by **ATMA, Nadia** at the end of warranty period after satisfactory completion of comprehensive maintenance of hardware, software, Capacity Building and any other accessories. The earnest money deposited at the time of submission of financial bid will be adjusted towards security amount. No interest will be paid by the ATMA, Nadia on the security money.

9. The Vendors must sign with seal each page of EOI(s). Incomplete EOIs are liable to be rejected.

10.

(a) The Authority of ATMA, Nadia reserves the right to accept or reject any or all the bids without assigning any reason thereof.

(b) E.O.I not conforming to any or all the above terms & conditions are liable to be rejected.

(c) Any type of canvassing will disqualify the Vendor.

(d) If a Vendor imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, their EOI is liable to summary rejection and EMD seizure.

11. In the event of any dispute, the ATMA, NADIA shall decide on appropriate measures in the interest of public service.

12. SPECIFICATION OF HARDWARE & SOFTWARE ITEMS:

A. Commercial Branded Desktop PC:

a. CPU: Intel CORE, 2 duo 2.55 GHz & above
b. Motherboard: Intel Q1033 / nVidia Genuine 7025 or better on OEM Motherboard.
c. Bus Architecture: Integrated Graphics, 2 PCI, 1 PCI Express x 1 PCI Express x 16.
d. Memory: 1GB, 800MHz DDR ₂ RAM with minimum 4 total DIMM slots.
e. Hard Disk Drive: 320 GB 7200 rpm Serial ATA HDD or more 800FSB.
f. Monitor: 43.2 cm SVGA Digital Colour (to support 1024 x 768 NI resolution) MPR II compliant or TCO-03 certified. (LCD / TFT)
g. Keyboard: 104 keys Multimedia
h. Mouse: Optical.
i. Bays: 4 Nos. (2 Nos. 5.25 inches for Optical Media Drives and 2 Nos. 3.5 inches for Hard Drives).
j. Ports: 6 USB Ports (with at least 2 in front), 1 Serial Port, 1 Parallel port, 1 PS/2 Keyboard and 1 PS2 Mouse Port, audio ports for microphone and headphone in front.
k. DMI: DMI 2.0 Compliance and Support.
l. DVD ROM Drive: + double layer DVD Writer with LS.
m. Networking facility: 10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up.
n. Operating System: Windows XP Prof. preloaded with Media and / Windows Vista Business Documentation and Certificate of Authenticity.
o. OS Certifications: Win XP Prof. OS / Windows Vista Business.
p. Power Management: Screen Blanking, Hard Disk and System Idle Mode in Power on, Set up Password, Power supply SMPS Surge protected.

B. PRINTER:

(a) Printer + Scanner + Copier + Fax (All in one)

(b) Laser Printer.

C. UPS:

600 VA UPS Digital.

D. PEN DRIVE:

Internationally Reputed Company Made 2GB, 4GB & 8GB.

E. Computer Table having facility to keep the **Desktop** including monitor under lock & key.

F. Computer Chair revolving.

G. Commercial Branded Laptop Personal Computer.

- a) **CPU:** Intel Core 2 Duo 2 GHz.
- b) **Mother board:** Intel 1033 / nVidia Genuine 7025 or better on OEM Motherboard.
- c) **Bus Architecture:** Integrated Graphics, 2 PCI, 1 PCI, 1 PCI Express x 1 and 1 PCI Express x 16.
- d) **Memory:** 1GB DDR-2 RAM.
- e) **Hard Disc Drive:** Same as Desk top.
- f) **DVD ROM Drive:** Double layer DVD Writer.
- g) **Monitor:** 15.4" or more Digital colour monitor.
- h) **Mouse:** Small, optical.
- i) **Bays:** Same as Desk Top.
- j) **Ports:** Same as Desk Top.
- k) **DMI:** Same as Desk Top.
- l) **OS:** Same as Desk Top.
- m) **OS Certification:** Same as Desk Top.
- n) **Power Management:** Same as Desk Top.

H. Printer + Scanner + Copier + Fax + Phone (All in one).

I. Colour Laser Printer.

J. Fax Machine.

K. Commercial Branded Digital Copier:

- 1. **Technology:** Digital Plain paper Copier with RADF, Duplex & Printing facility.
- 2. **Maximum Original / Copy / Print:** A3
- 3. **CPM:** 20 or more
- 4. **Memory:** 32 MB or more, copy once print many.
- 5. **Zoom:** 25 – 400%
- 6. **Copy Selection:** 1-999 Copy.
- 7. **Scan:** Once Copy.
- 8. **Sorting:** Electronic.
- 9. **Drum life:** Minimum 150000.
- 10. **Resolution:** 600 Dpi.
- 11. **Others:** Free Delivery and installation and training to operate with minimum 1 year Guarantee / Warranty and rate of maintenance per year after Guarantee period.
- 12. **Accessories:** (a) Trolley.
(b) Toner for one lakh copies.

L. Commercial Branded DLP Projector with Screen:

- 1. Display: 0.55" DLP ® chip
- 2. Resolution: SVGA (800x600)
- 3. Brightness: - 30 - + 30.
- 4. Contrast: - 30 - + 30.
- 5. Lens a) F Number: F 2.5 – 2.6 b) Zoom Manual, X 1.15 (f = 20.4 – 23.5 mm) c) Focus: Manual.
- 6. Input Signal: DTV and Computer RGB – SVGA.

7. Input Terminal: DVI-D (Compatible with HDCP) Computer Component (minimum D-sub 15 pin) S-video (minimum DIN – 4 Pin), Video (RCA), Audio (3.5 mm Studio jack all in X 1).
8. Control and Communication terminals: USB.
9. Speaker: Minimum 2W.
10. Projection Lamp: 200W.
11. Lamp Life: Minimum 3,000 hrs.
12. Accessories: Remote control, two R-6 batteries, Power Cable RGB Cable, lens Cap, operational manual, CD-Rom.

M. Commercial Standard Digital Camera:

1. Minimum 8 Megapixels.
2. 6 X Optical Zoom.
3. 6.25 cm LCD monitor.
4. DIGIC 111 managing processor.
5. Fax Detection AF.
6. Optical image stabilizer.
7. Long play Movie function.

N. Commercial Standard Digital DVD Camcorder.

1. Minimum 800,000 CCD
2. 41 X Advance Zoom.
3. EIS.
4. 6.75 cm LCD.
5. Joy Stock easy Navigation.
6. High resolution 16:9 shooting.
7. Digid DV 11 imaging processor.

13. Payment Details: ATMA, Nadia will be responsible for the payments to the agency via cheque on successful delivery and installation of required hardware, software to the office listed and only on a Chalan with signature and seal from the respective office with inscription "All Hard wares and Soft wares are installed and working properly" will be entertained.

ANNEXURE – III

Information / Documents / Credentials to be furnished along with EOI (with a list of such papers furnished):

- (a) Name & detailed Address of the Agency with Phone, Fax numbers, E-Mail address etc.
- (b) Name & Telephone number of the Contact Person.
- (c) Earnest money deposit of **Rs. 8,000/- (Rs. Eight Thousand only)** in the mode of A/c payee demand draft in favour of ATMA, Nadia payable at Krishnagar.
- (d) Attested Photocopy of Income Tax Clearance certificate for 2006-07 and 2007-08.
- (e) Attested Photocopy of VAT / Sale Tax Clearance Certificate for 2006-07 and 2007-08.
- (f) Attested Photocopy of P. Tax Clearance Certificate for 2006-07 and 2007-08.
- (g) Attested Photocopy of Service Tax Clearance for 2006-07 and 2007-08.

(h) Attested Photocopy of Certificate of Enlistment / Trade License.

(i) A list of Government, Semi-Government or Public Sector Undertaking offices where the Agency had supplied the Computer items (worth Rs. 1,00, 00, 000 (Rupees One Crore only) or more during the financial years of 2006-07 & 2007-08 (together with supportive documents (like Payment / Credential certificate issued by the Purchaser).

(j) List of Technical Manpower locally available with the Agency indicating name, location, qualification & experience of each.

(k) List of contact numbers and address of the service center's across the state to be used help desk facility.

(l) Other supporting documents, if any.

Please send your EOI in proper format with in the date mentioned above along with EMD in Demand Draft drawn in favour of ATMA, Nadia payable at Krishnagar to the: Principal Agricultural Officer & Project Director, ATMA, Nadia.

**PRINCIPAL AGRICULTURAL OFFICER,
&
PROJECT DIRECTOR,
ATMA, NADIA**

No. 14/1(10)/ATMA

Dated 27/02/2009

Copy forwarded for favour of information with the request to kindly take necessary action for wide publicity to the:

- 1) District Magistrate, Nadia & Chairman, ATMA, Nadia.
- 2-4) Sub-Divisional Agricultural Officers, Krishnagar Sadar / Tehatta / Ranaghat.
- 5) Secretary, Nadia Zilla Parishad, Krishnagar.
- 6) District Information & Cultural Officer, Nadia.
- 7) Chief Publicity & Public Relation Officer, Department of Agriculture, Writers' Buildings, Kolkata – 700 001.
- 8) District Informatics Officer, NIC, Nadia with a request to publish it in his website.
- 9) Director, SAMETI, Ramkrishna Mission, Narendrapur, Kolkata – 700 103.
- 10) Principal Agricultural Officer & Project Director, ATMA Office Notice Board, Krishnagar, Nadia.


**PRINCIPAL AGRICULTURAL OFFICER,
&
PROJECT DIRECTOR,
ATMA, NADIA**